



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

INTERMEDIATE ACCOUNT CLERK

Class No. 002493

■ CLASSIFICATION PURPOSE

To perform clerical accounting work of average difficulty; to review financial or statistical records; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is an entry-level class in the clerical accounting series. Under general supervision, incumbents perform the basic and routine clerical accounting and statistical functions. This class differs from the next higher class Senior Account Clerk, in that the latter perform more complex functions and supervise subordinates. The Account Clerk series differs from Payroll Clerk series in that the incumbents in the latter series prepare the department payroll and personnel transactions that determine employee status, and interpret related Civil Service Rules.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Compiles various financial and statistical records.
2. Collects and accounts for money.
3. Posts checks, and adjusts accounts.
4. Makes mathematical calculations.
5. Checks various statistical and accounting tables and reports.
6. Classifies data according to prescribed accounting systems.
7. Prepares accounting or statistical reports.
8. Posts and balances journal and subsidiary ledgers.
9. Processes warrants, encumbrances, and claims.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Clerical accounting methods, forms and techniques.
- Office practices and procedures related to processing and recording accounting or bookkeeping transactions.
- Arithmetic computations related to maintaining, compiling and reviewing statistical or financial records.
- The operation and uses of general office equipment including personal computers, word processing systems, typewriters, copiers and calculators.
- Various computer applications.
- Rules and regulations of County payroll operations.
- Accounting principals and financial reporting.
- County customer service objectives and strategies.

Skills and Abilities to:

- Understand routine accounting transactions and classifications.
- Reconcile differences within the record-keeping system and related transactions.
- Understand the relationship among accounting or statistical records and documents.
- Perform mathematical computations accurately.
- Use various computerized financial systems.
- Read, understand and follow written directives and oral instructions.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. One (1) year of work experience performing bookkeeping, fiscal or statistical activities assignments, OR
2. An associate's degree with a minimum of twelve (12) semester units of accounting, OR
3. Completion of a certified business or accounting program from a recognized college or university.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, and bending, twisting of waist, side-to-side turning of neck; repetitive use of the hands to operate computers, printers and copiers; fine finger dexterity to operate keyboards and writing materials. Occasional: standing, walking, simple grasping, reaching above and below shoulder level and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

May be a member of a team/department with responsibility for sponsorship of Enterprise Resource Planning (ERP) software applications in support of countywide operations of: human resource management; time keeping and reporting; payroll; accounts payable, and accounts receivable.

License

None required.

Certification/Registration

Some positions may require operation of the adding machine by touch. Most positions require skill to type 30 WPM.

An original unaltered typing certificate (no photocopies) for at least 30 net words per minute with a maximum of 5 errors must be attached to the application. The typing test must be for at least five minutes with 2 gross words penalty for each error, and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: December 10, 1964
Revised: July 26, 2001
Revised: June 15, 2004
Revised: March 31, 2006